

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL & FINANCE
DATE: THURSDAY, MAY 7, 2020
TIME: 5:30 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Houle called the meeting to order at 5:30 p.m. and read the agenda.

ROLL CALL

Present: Berg (P), Campbell (P)(F), Chaney(P)(F), Collins(P)(F), Goode(P), Gretzinger(F), Houle(P), Lukas(F), & Stamper(P).

Absent:

Others Present: Nora Matuszewski, Jacee Shepard, Lynne Black, Christy Conley, Tammy Queen, Shannon Boney, Jody Jensen, & 9-callers via Go-to Meeting.

APPROVE AMENDED AGENDA

Motion by Stamper to approve the agenda as presented, second by Goode. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JANUARY 31, 2020 JOINT PERSONNEL & FINANCE MEETING, AND THE MARCH 3, 2020 PERSONNEL MEETING

Motion by Gretzinger to approve the March 3, 2020 Personnel meeting minutes, second by Chaney. All present voting (AYE). Motion carried.

Motion by Lukas to approve the January 31, 2020 Joint Personnel & Finance meeting minutes, second by Chaney. All present voting (AYE). Motion carried.

INTRODUCTION OF NEW BOARD MEMBERS

Introductions were done.

DISCUSSION AND ACTION ON CROSS TRAINING DEPARTMENTS

Discussion surrounded the needs for offices to have the ability to cover other offices when the need arises. It was brought up that departments should have a “checklist” of what is done in the departments if the need ever arose. Clerk and Treasurer explained this is already done in their departments because of auditor need.

It was suggested that the discussion be brought up at a future department head meeting.

DISCUSSION WITH CLERK AND TREASURER ON INCREASED COSTS AND DECREASED REVENUES TO THE COUNTY, POSSIBLE ACTION ON BUDGET SHORTFALLS

The Clerk and Treasurer went through a list of current increased expenses and decreased revenues to the committees.

DISCUSSION AND POSSIBLE ACTION ON A CREDIT CARD MACHINE FOR THE COURTHOUSE AND PARK.

Costs associated with a credit card reader will be explored by the Forestry, as the Treasurer and Clerk do not have enough of a need for it. The Treasurer explained that tax payments are done through "Point and Pay", which is no cost to the County and the Clerk of Courts is using it also.

DISCUSSION AND POSSIBLE ACTION ON COURTHOUSE HOURS AND EMPLOYEE HOURS

There was discussion on possibly changing the Courthouse hours or putting employees back on 35 hours as well as bringing employees back to work. Jody has employees that are willing to go down to 35 hours a week until the need for the Social Workers increases.

Motion by Collins to have Department Heads review workload to see if they can drop back in hours and then go back as needed, second by Berg. All present voting (AYE). Motion carried.

There was also discussion about vacation hours and employees asking to carry 40 plus hours relating to the COVID-19. It was explained that vacation carry-over happens because of extenuating circumstances relating to workload, and that this pandemic could be around for a while and carrying vacation because of it is not a good practice.

Motion by Collins to have employees use vacation time before their anniversary dates, second by Gretzinger. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON DEBT LEVY WITH JEFF BELONGIA

There was discussion among the committee and then with Belongia about the amount of debt the County could take on to stay within the past debt levy amount. Belongia told the committee if they have a plan they could take up to three years on the projects as long as the projects are outlined in a plan. He also told the committee if a project costs more or less than estimated the committee can adjust where the money is spent. He told the committee they would need to adopt an intent resolution to borrow which lists the capital projects.

Motion by Chaney to forward a resolution to full county board for approval which states the intent to borrow five million dollars for capital projects, second by Collins. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON REFERRAL FROM SHERIFF & JUSTICE COMMITTEE ON THE CHIEF DEPUTY POSITION

Motion by Stamper to come up with a resolution for the Chief Deputy wage and job description following what was outlined in letter form that was forwarded from Sheriff & Justice for full county board approval, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON WIC DIETICIAN WAGE FORWARDED FROM THE HEALTH COMMITTEE

Shepard explained the position as being a contracted position and based on grant funds. She told the committee the dietician has not received a raise since she started and would like at least a 1% raise as it would come out of the grant money anyway.

Motion by Chaney to increase the wage by 2% because of grant funding, second by Campbell. All present voting (AYE). Motion carried.

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DISCUSSION AND POSSIBLE ACTION ON HANDBOOK UPDATES RELATING TO BENEFITS.

The Clerk explained there are some items that need clarification and others that need to be added to the handbook, and requested having discussions with the Highway Office Manager and the Sheriff Office Manager to work on the items and bring back the possible changes and updates to the committee for approval.

DISCUSSION AND POSSIBLE ACTION ON A COMPUTER FOR THE COUNTY BOARD CHAIR POSITION

Motion by Chaney to purchase a laptop that would stay with whomever is in the County Board Chair position, second by Collins. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATIVE COORDINATOR RESOLUTION TO FORWARD TO FULL COUNTY BOARD

Motion by Lukas to forward the resolution to the full county board, second by Berg. All present voting (AYE). Motion carried.

CLOSED SESSION

Motion by Chaney to adjourn into closed session pursuant to Wis. Stat. §19.85(1)(c)

“Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

This closed session relates to:

- Maintenance Employee Benefits and wages
- Maintenance Employee Employment status

Second by Stamper. All present voting; Berg (AYE), Campbell (AYE), Chaney (AYE), Collins (AYE), Goode (AYE), Gretzinger (AYE), Houle (AYE), Lukas (AYE), & Stamper (AYE).

Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Goode to reconvene to open session, second by Chaney. All present voting (AYE). Motion carried.

Motion by Chaney to allow roll-over of vacation until the second week of August for Rinehart because he has been unable to use any vacation because of being short staffed since December, second by Goode. All present voting (AYE). Motion carried.

Motion by Berg to promote Stroik from within the department to full time beginning the following Monday (May 11, 2020), and bring her wage up to the beginning of the wage range, second by Campbell. All present voting (AYE). Motion carried.

Motion by Berg to amend the Nepotism policy to state, “if ever a family member were to become a supervisor to a family member, the Administrative Coordinator would then become the supervisor of the employee, second by Collins. All present voting (AYE). Motion carried.

Motion by Gretzinger to waive the probationary period for the wage and bring Chris Votis up the full wage, starting the following Monday (May 11, 2020), second by Stamper. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS

- Handbook Updates
- Employee Work Hours- Working from Home

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Goode. All present voting AYE. Motion carried. Meeting Adjourned at 7:50 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel and Finance meetings.